

## DOCUMENT RESUME

ED 402 964

JC 970 032

TITLE Faculty Survey for Accreditation--Update.  
INSTITUTION College of the Canyons, Valencia, CA. Office of Institutional Development.  
PUB DATE 10 Jul 96  
NOTE 15p.; For a related accreditation survey of students, see JC 970 033.  
PUB TYPE Reports - Research/Technical (143)  
  
EDRS PRICE MF01/PC01 Plus Postage.  
DESCRIPTORS Accreditation (Institutions); Community Colleges; \*Full Time Faculty; \*Learning Resources Centers; Participant Satisfaction; \*Part Time Faculty; \*Self Evaluation (Groups); \*Teacher Attitudes; Teacher Characteristics; Two Year Colleges  
IDENTIFIERS College of the Canyons CA

## ABSTRACT

In spring 1996, California's College of the Canyons distributed surveys to all 245 full- and part-time faculty members on campus that semester to gather data on their satisfaction with college processes and services. Usable surveys were returned by 49.4% (n=121) of the faculty. An analysis of responses revealed the following: (1) 96.6% of respondents agreed that students in their courses were evaluated in terms of defined and published course requirements, while only .9% disagreed; (2) 33% agreed that their department had a systematic procedure in place for articulating programs with the local high school district; (3) 62.4% agreed that the program review process enabled their department to examine its quality and effectiveness, while 10.3% were neutral, and .9% disagreed; (4) 70.9% agreed that the college offered a good variety of courses in their academic discipline, while 22.2% disagreed; (5) 55.6% agreed that the general education program of the college provided opportunities for all students to develop an appreciation of cultural diversity, while 12% were neutral and 11.1% disagreed; (6) 63.9% agreed that the governing board and administration protected and supported academic freedom, while 6.7% disagreed; and (7) the most highly used and highly rated services of the Instructional Resource Center were reprographic reproduction and audio-visual equipment. The survey instrument and faculty comments are included. (HAA)

\*\*\*\*\*  
\* Reproductions supplied by EDRS are the best that can be made \*  
\* from the original document. \*  
\*\*\*\*\*

# Faculty Survey for Accreditation--Update

## College of the Canyons

U.S. DEPARTMENT OF EDUCATION  
Office of Educational Research and Improvement  
EDUCATIONAL RESOURCES INFORMATION  
CENTER (ERIC)

☒ This document has been reproduced as  
received from the person or organization  
originating it.

☐ Minor changes have been made to improve  
reproduction quality.

• Points of view or opinions stated in this docu-  
ment do not necessarily represent official  
OERI position or policy.

"PERMISSION TO REPRODUCE THIS  
MATERIAL HAS BEEN GRANTED BY

N. Mattice

TO THE EDUCATIONAL RESOURCES  
INFORMATION CENTER (ERIC)."



Office of Institutional Development  
26455 N. Rockwell Canyon Road  
Santa Clarita, California 91355

(805) 259-7800 Extension 328  
FAX: (805) 259-8302

DATE: July 10, 1996

TO: Carter Doran  
Michael Dermody  
Floyd Moos, Standard One  
Dianne Van Hook, Standard One  
Joan Jacobson, Standard Two  
Joan Waller, Standard Two  
Al Adelini, Standard Three  
Glenn Hisayasu, Standard Three  
Bernardo Feldman, Standard Four  
Karen Wood, Standard Four  
Leslie Bretall, Standard Five  
Jan Keller, Standard Five  
Diane Stewart, Standard Six  
Jorge Perez, Standard Six  
Gary Olmstead, Standard Seven  
Bob Tolar, Standard Seven  
John Drislane  
Sue Bozman  
Wink Wells

FROM: Nancy Mattice

RE: **Faculty Survey for Accreditation - Update**

The data were gathered during Spring semester of 1996. The survey questions were developed by the Standard Co-Chairs along with their committees and turned in to the Office of Institutional Development by April 17th. After some re-drafting of the questions, copies of the completed survey were placed in the mailboxes of all full-time and part-time faculty members on Monday, May 6th. Completed questionnaires were requested to be returned to the Office of Institutional Development by Friday, May 10th, where data entry and data analysis, using SPSS for Windows software, was carried out. A reminder notice was posted during the week of May 13 to 17 to encourage a greater response rate.

## Sample

Surveys were distributed to the entire population of full-time and part-time faculty who were on campus in Spring 1996. Of the 69 full-time faculty listed, one was on sabbatical and one was in France. Surveys were not sent to either. Of the 181 adjunct faculty listed for Spring 1996, 178 were still teaching at the time of the survey. A total of 245 surveys were distributed.

## Response Rate

A total of 121 surveys were returned for an overall response rate of 49.4 percent. The response rate by full-time/part-time status follows:

---

	<b>Response Rate</b>		
	<u>Surveys Distributed</u>	<u>Respondents</u>	<u>Percentage</u>
Full-time Faculty	67	47	70.1%
Part-time Faculty	178	72	40.4%
No response	--	2	--
Total	245	121	49.4%

---

## Results

The results of the survey are presented on the attached survey form. The open-ended comments provided for question 17 are appended.

## Follow-Up

Should you have questions about the results, please contact me at extension 328, or stop by.

Enclosures

College of the Canyons  
Santa Clarita Community College District

## Faculty Survey

N = 121

*Dear Full-Time and Adjunct Faculty:*

*Your response to the following questions will assist the college in preparing for accreditation. Thank you for your assistance.*

*The Accreditation Steering Committee*

**Instructions:** Please tell us to what extent you agree with the following statements. Circle the letter before your response.

1. Students in my courses are evaluated in terms of defined and published course requirements. N = 117			
	<u>FULL-TIME</u>	<u>PART-TIME</u>	<u>TOTAL</u>
a. Strongly agree >	100.0%	94.4%	96.6%
b. Somewhat agree >	-	-	-
c. Neutral	-	-	-
d. Somewhat disagree >	-	1.4%	0.9%
e. Strongly disagree >	-	4.2%	2.6%
f. Not known	-	-	-
2. My department has a systematic procedure in place for articulating our programs and courses with the Wm. S. Hart Union High School District, particularly in sequence courses. N = 115			
a. Strongly agree >	48.9%	22.9%	33.0%
b. Somewhat agree >	28.9%	5.7%	14.8%
c. Neutral	8.9%	-	3.5%
d. Somewhat disagree >	13.3%	71.4%	48.7%
e. Strongly disagree >	-	-	-
f. Not known	-	-	-
3. The program review process enables my department to examine its quality and effectiveness. N = 117			
a. Strongly agree >	88.9%	45.8%	62.4%
b. Somewhat agree >	6.7%	12.5%	10.3%
c. Neutral	-	1.4%	0.9%
d. Somewhat disagree >	4.4%	40.3%	26.5%
e. Strongly disagree >	-	-	-
f. Not known	-	-	-

	<u>FULL-TIME</u>	<u>PART-TIME</u>	<u>TOTAL</u>	
4. The educational master plan process enables my department to consider current financial, personnel and physical needs and to systematically plan for our future needs.				N = 116
a. Strongly agree >	73.9%	31.4%	48.3%	
b. Somewhat agree >				
c. Neutral	15.2%	15.7%	15.5%	
d. Somewhat disagree >	8.7%	4.3%	6.0%	
e. Strongly disagree >	2.2%	48.6%	30.2%	
f. Not known				

5. The college offers a good variety of courses in my academic discipline.				N = 117
a. Strongly agree >	80.4%	64.8%	70.9%	
b. Somewhat agree >				
c. Neutral	4.3%	2.8%	3.4%	
d. Somewhat disagree >	15.2%	26.8%	22.2%	
e. Strongly disagree >				
f. Not known	—	5.6%	3.4%	

6. There is a good variety of courses available to students to meet the general education requirement.				N = 118
a. Strongly agree >	87.0%	75.0%	79.7%	
b. Somewhat agree >				
c. Neutral	8.7%	4.2%	5.9%	
d. Somewhat disagree >	4.3%	4.2%	4.2%	
e. Strongly disagree >				
f. Not known	—	16.7%	10.2%	

7. The courses in my academic department are offered in a manner which ensures students the opportunity to complete their academic program within a reasonable time period.				N = 114
a. Strongly agree >	88.6%	72.9%	78.9%	
b. Somewhat agree >				
c. Neutral	6.8%	8.6%	7.9%	
d. Somewhat disagree >	2.3%	7.1%	5.3%	
e. Strongly disagree >	2.3%	11.4%	7.9%	
f. Not known				

8. The courses I teach contain information that reflects the diverse cultures of the people who reside in this state.				N = 112
a. Strongly agree >	65.9%	63.2%	64.3%	
b. Somewhat agree >				
c. Neutral	29.5%	19.1%	23.2%	
d. Somewhat disagree >	4.5%	10.3%	8.0%	
e. Strongly disagree >				
f. Not known	—	7.4%	4.5%	

9. The general education program of the college provides opportunities for all students to develop an appreciation of cultural diversity. Full-time Part-time Total  
N = 117

a. Strongly agree >	58.7%	53.5%	55.6%
b. Somewhat agree			
c. Neutral	15.2%	9.9%	12.0%
d. Somewhat disagree >	17.4%	7.0%	11.1%
e. Strongly disagree	8.7%	29.6%	21.4%
f. Not known			

10. The governing board and administrators of this college protect and support faculty in their exercise of academic freedom. N = 119

a. Strongly agree >	78.7%	54.2%	63.9%
b. Somewhat agree			
c. Neutral	10.6%	9.7%	10.1%
d. Somewhat disagree >	8.5%	5.6%	6.7%
e. Strongly disagree	2.1%	30.6%	19.3%
f. Not known			

11. The faculty protect the academic freedom of its members. N = 119

a. Strongly agree >	87.2%	58.3%	69.7%
b. Somewhat agree			
c. Neutral	4.3%	8.3%	6.7%
d. Somewhat disagree >	4.3%	5.6%	5.0%
e. Strongly disagree	4.3%	27.8%	18.5%
f. Not known			

12. The Curriculum Committee has clearly established procedures for designing a new course or revising an existing course or academic program. N = 118

a. Strongly agree >	91.3%	37.5%	58.5%
b. Somewhat agree			
c. Neutral	—	8.3%	5.1%
d. Somewhat disagree >	8.7%	1.4%	4.2%
e. Strongly disagree	—	52.8%	32.2%
f. Not known			

13. My department regularly secures information about the relevance of our courses and curriculum to job requirements. N = 117

a. Strongly agree >	68.9%	47.2%	55.6%
b. Somewhat agree			
c. Neutral	15.6%	8.3%	11.1%
d. Somewhat disagree >	8.9%	5.6%	6.8%
e. Strongly disagree	6.7%	38.9%	26.5%
f. Not known			

14. My department revises and monitors courses and curriculum as a result of input from employers who hire our occupational students. N = 116

	<u>FULL-TIME</u>	<u>PART-TIME</u>	<u>TOTAL</u>
a. Strongly agree >	40.0%	25.4%	31.0%
b. Somewhat agree >	20.0%	5.6%	11.2%
c. Neutral	13.3%	5.6%	8.6%
d. Somewhat disagree >	4.4%	49.3%	31.9%
e. Strongly disagree >	22.2%	14.1%	17.2%
f. Not known			
g. Not applicable			

15. The degrees and/or certificates awarded to students who successfully complete the requirements in my academic field are appropriate to the demonstrated achievement of the graduate. N = 110

a. Strongly agree >	74.4%	67.2%	70.0%
b. Somewhat agree >	11.6%	9.0%	10.0%
c. Neutral	2.3%	1.5%	1.8%
d. Somewhat disagree >	11.6%	22.4%	18.2%
e. Strongly disagree >			
f. Not known			



16. **Instruction:** Each of the items below is a service provided by the Instructional Resource Center. On the left, tell us how many times you have used each service since August 1995 (eight months). On the right, tell us how you would rate the quality of the service you received.

### FULL-TIME FACULTY

N	Number of Times Used				Service MEAN	Quality of Service / BY USERS					N
	None	1 to 5	6 to 10	11+		Excellent (4)	Good (3)	Fair (2)	Poor (1)	N/A	
40	47.5%	32.5	7.5	12.5	3.38 Audio Production => includes tape duplication, sound system, set-ups, etc.	47.6%	42.9	9.5	-	-	21
41	17.1%	48.8	9.8	24.4	3.42 Audio-visual Equipment	51.5%	42.4	3.0	3.0	-	33
37	18.9%	48.6	2.7	29.7	3.10 Audio-visual Materials => in rating audio-visual materials, think of the size of the collection and its quality in your area	33.3%	46.7	16.7	3.3	-	30
40	32.5%	37.5	10.0	20.0	2.96 Books => in rating books, think of the size of the collection and its quality in your area	40.7%	29.6	14.8	14.8	-	27
37	56.8%	32.4	2.7	8.1	3.31 Film/Video Rental	56.3%	18.8	25.0	-	-	16
38	47.4%	36.8	10.5	5.3	3.70 Graphic Production => includes the design of brochures, transparencies, etc.	75.0%	20.0	5.0	-	-	20
37	37.8%	40.5	8.1	13.5	2.83 Periodicals => in rating periodicals, think of the size of the collection and its quality in your area	26.1%	47.8	8.7	17.4	-	23
35	80.0%	17.1	2.9	-	3.86 Photographic Production	85.7%	14.3	-	-	-	7
42	2.4%	2.4	11.9	83.3	3.78 Reprographic Production	78.0%	22.0	-	-	-	41
40	50.0%	32.5	7.5	10.0	3.50 Reference Service	70.0%	20.0	5.0	-	5.0	20
37	81.1%	16.2	2.7	-	3.57 Video Production	85.7%	-	-	14.3	-	7
38	15.8%	28.9	5.3	50.0	3.53 TLC Lab	65.6%	21.9	12.5	-	-	32

17. Please indicate any additional services and/or materials you would like the Instructional Resource Center to provide in the future.

SEE COMMENTS SECTION.

---

---

18. I am a \_\_\_ faculty member at College of the Canyons. N = 119

- a. Full-Time 39.5%
- b. Part-Time 60.5%

19. Gender: N = 118

- a. Female 52.5%
- b. Male 47.5%

20. I teach/work in the following Division: N = 119

- a. Applied Arts & Technologies 13.4%
- b. Fine Arts & Humanities 26.9%
- c. Mathematics & Sciences 27.7%
- d. Social & Behavioral Sciences 26.1%
- e. Student Services 5.0%
- f. Unknown. I teach in the following department 0.8%

Thank you for participating in this survey.

**Please drop in Nancy Mattice's mailbox by May 10th**

16. **Instruction:** Each of the items below is a service provided by the Instructional Resource Center. On the left, tell us how many times you have used each service since August 1995 (eight months). On the right, tell us how you would rate the quality of the service you received.

### PART-TIME FACULTY

N	Number of Times Used				Service MEAN	Quality of Service / BY USERS					N
	None	1 to 5	6 to 10	11+		Excellent	Good	Fair	Poor	N/A	
60	83.3%	11.7	1.7	3.3	Audio Production => 3.80 includes tape duplication, sound system, set-ups, etc.	(4) 80.0%	(3) 20.0	(2) -	(1) -	-	10
58	39.7%	24.1	15.5	20.7	Audio-visual Equipment 3.49	62.9%	22.9	14.3	-	-	35
58	62.1%	27.6	1.7	8.6	Audio-visual Materials => 2.59 in rating audio-visual materials, think of the size of the collection and its quality in your area	22.7%	36.4	18.2	22.7	-	22
58	62.1%	24.1	5.2	8.6	Books => in rating books, think of the size of the 2.96 collection and its quality in your area	54.5%	9.1	13.6	22.7	-	22
57	84.2%	14.0	-	1.8	Film/Video Rental 3.22	55.6%	22.2	11.1	11.1	-	9
60	78.3%	13.3	3.3	5.0	Graphic Production => 3.54 includes the design of brochures, transparencies, etc.	69.2%	23.1	-	7.7	-	13
56	76.8%	19.6	3.6	-	Periodicals => in rating 2.69 periodicals, think of the size of the collection and its quality in your area	30.8%	30.8	15.4	23.1	-	13
56	91.1%	5.4	1.8	1.8	Photographic Production 3.20	60.0%	20.0	-	20.0	-	5
61	19.7%	9.8	8.2	62.3	Reprographic Production 3.81	85.4%	12.5	-	2.1	-	48
55	81.8%	12.7	1.8	3.6	Reference Service 3.70	70.0%	30.0	-	-	-	10
57	89.5%	7.0	1.8	1.8	Video Production 3.20	40.0%	40.0	20.0	-	-	6
58	41.4%	19.0	12.1	27.6	TLC Lab 3.77	82.4%	11.8	5.9	-	-	34

17. Please indicate any additional services and/or materials you would like the Instructional Resource Center to provide in the future.

---

---

---

18. I am a \_\_\_\_ faculty member at College of the Canyons.

- a. Full-Time
- b. Part-Time

19. Gender:

- a. Female
- b. Male

20. I teach/work in the following Division:

- a. Applied Arts & Technologies
- b. Fine Arts & Humanities
- c. Mathematics & Sciences
- d. Social & Behavioral Sciences
- e. Student Services
- f. Unknown. I teach in the following department \_\_\_\_\_

Thank you for participating in this survey.

**Please drop in Nancy Mattice's mailbox by May 10th**

## Instructional Resource Center

**Did those who used a service more often in the last eight months  
rate it higher than those who used the service less often?**

	Mean Rating/Number of Faculty				
	<u>Full-time</u>		<u>Part-time</u>		
<b>Audio Production</b>					
Used 1 to 5 times	3.31	13	3.71	7	
Used 6 to 10 times	3.33	3	4.00	1	
Used 11 or more times	3.69	5	4.00	2	
<b>Audio-Visual Equipment</b>					
Used 1 to 5 times	3.55	20	3.43	14	
Used 6 to 10 times	3.00	4	3.89	9	
Used 11 or more times	3.33	9	3.25	12	
<b>Audio-Visual Materials</b>					
Used 1 to 5 times	3.22	18	2.44	16	
Used 6 to 10 times	3.00	1	3.00	1	
Used 11 or more times	2.90	11	3.00	5	
<b>Books</b>					
Used 1 to 5 times	2.80	15	2.79	14	
Used 6 to 10 times	3.50	4	2.67	3	
Used 11 or more times	3.00	8	3.60	5	
<b>Film/Video Rental</b>					
Used 1 to 5 times	3.58	12	3.13	8	
Used 6 to 10 times	2.00	1	--		
Used 11 or more times	2.67	3	4.00	1	
<b>Graphic Production</b>					
Used 1 to 5 times	3.86	14	3.50	8	
Used 6 to 10 times	3.25	4	3.50	2	
Used 11 or more times	3.50	2	3.67	3	
<b>Periodicals</b>					
Used 1 to 5 times	2.80	15	2.55	11	
Used 6 to 10 times	3.00	3	3.50	2	
Used 11 or more times	2.80	5	--		
<b>Photographic Production</b>					
Used 1 to 5 times	3.83	6	2.67	3	
Used 6 to 10 times	4.00	1	4.00	1	
Used 11 or more times	--		4.00	1	

	Mean Rating/Number of Faculty			
	<u>Full-time</u>		<u>Part-time</u>	
<b>Reprographic Production</b>				
Used 1 to 5 times	4.00	1	3.33	6
Used 6 to 10 times	3.60	5	3.50	4
Used 11 or more times	3.80	35	3.92	38
<b>Reference Service</b>				
Used 1 to 5 times	3.77	13	3.57	7
Used 6 to 10 times	2.67	3	4.00	1
Used 11 or more times	3.25	4	4.00	2
<b>Video Production</b>				
Used 1 to 5 times	3.50	6	3.25	4
Used 6 to 10 times	4.00	1	--	
Used 11 or more times	--		3.00	1
<b>TLC Lab</b>				
Used 1 to 5 times	3.54	11	3.81	11
Used 6 to 10 times	4.00	2	3.57	7
Used 11 or more times	3.47	19	3.81	16

## Faculty Survey Comments

**17. Please indicate any additional services and/or materials you would like the IRC to provide in the future.**

Lessons/graphics on CD/Rom for Mac & IBM clones. (4)

1. More journals in my/related discipline - nursing. 2. More help in reprographics for quicker copying for those of us who are not on campus regularly, less loss of things left! (the people there are great!). (14)

1. A good collection of books for the nursing dept. 2. Tutors to teach nursing students to solve math problems using ratio. (15)

Internet access for students. A research class in how to use the Internet for students. (18)

Internet training & resources when move to new facility. (19)

CD-Rom. (20)

Wider selection of alternative news sources and periodicals. Sources that stretch the students' understanding and interpretation of everyday issues/community challenges. The main stream collection restricts diversity and alternative viewpoints to societal issues. Additionally, the center might secure copies of "Greater Speeches" noteworthy speeches of historical value for student evaluation and learning. (32)

More up-to-date info relating to the field of quality. (35)

More videos on computers, especially relevant programming. (39)

Many of my students are audio-oriented learners. It would be helpful to have all the novels required for English 080 available on audiotape. (46)

TLC to hold regular group discussions for non-native students (conversation groups). (48)

Just better "state-of-the-art" VHS projection (audio-visual) devices. (54)

Graphics calculators. (56)

Video simulation on disk for CD-Rom simulation of computer product - such as Internet hookups. (58)

Software for numerous components of grammar, spelling and sentence writing. (67)

I would like to see the IRC augment its book collection. Perhaps a survey of instructors to determine needed books would be in order. (72)

It would be helpful to be able to order films more often, and to be able to keep the films at the college for longer periods before having to return them. But, this may be outside the power of the AV dept. (80)

More contemporary mikes & P.A. for student dining area performance. (85)

Today's students must have working knowledge and computer access to off-campus and online materials. Time is of the essence. (86)

TI 82 overhead. (88)

None. I am satisfied by the resources available. (95)

Math software (Algebra, problem solving, etc.) (97)

More modern natural science videos, e.g. National Geographic "Trials of Life." (101)

Continue to adjust hours to serve our student's needs (i.e., during final exams, etc.) (104)

CD ROMs in classrooms. Computer access for tutorial in Psychology. (106)

Need transparencies (color) related to anatomy & physiology. Need videos relating to different body systems. (121)



U.S. Department of Education  
Office of Educational Research and Improvement (OERI)  
Educational Resources Information Center (ERIC)

ERIC

JC 970 032

# REPRODUCTION RELEASE

(Specific Document)

## I. DOCUMENT IDENTIFICATION:

Title: Faculty survey for accreditation - UPDATE	
Author(s): Nancy J. Mattice	
Corporate Source: College of the Canyons	Publication Date: July 10, 1996

## II. REPRODUCTION RELEASE:

In order to disseminate as widely as possible timely and significant materials of interest to the educational community, documents announced in the monthly abstract journal of the ERIC system, *Resources in Education* (RIE), are usually made available to users in microfiche, reproduced paper copy, and electronic/optical media, and sold through the ERIC Document Reproduction Service (EDRS) or other ERIC vendors. Credit is given to the source of each document, and, if reproduction release is granted, one of the following notices is affixed to the document.

If permission is granted to reproduce and disseminate the identified document, please CHECK ONE of the following two options and sign at the bottom of the page.

The sample sticker shown below will be affixed to all Level 1 documents



Check here  
For Level 1 Release:  
Permitting reproduction in microfiche (4" x 6" film) or other ERIC archival media (e.g., electronic or optical) and paper copy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

\_\_\_\_\_  
Sample  
\_\_\_\_\_

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

Level 1

The sample sticker shown below will be affixed to all Level 2 documents



Check here  
For Level 2 Release:  
Permitting reproduction in microfiche (4" x 6" film) or other ERIC archival media (e.g., electronic or optical), but not in paper copy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL IN OTHER THAN PAPER COPY HAS BEEN GRANTED BY

\_\_\_\_\_  
Sample  
\_\_\_\_\_

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

Level 2

Documents will be processed as indicated provided reproduction quality permits. If permission to reproduce is granted, but neither box is checked, documents will be processed at Level 1.

"I hereby grant to the Educational Resources Information Center (ERIC) nonexclusive permission to reproduce and disseminate this document as indicated above. Reproduction from the ERIC microfiche or electronic/optical media by persons other than ERIC employees and its system contractors requires permission from the copyright holder. Exception is made for non-profit reproduction by libraries and other service agencies to satisfy information needs of educators in response to discrete inquiries."

Sign  
here→  
please

Signature:	Printed Name/Position/Title: Nancy J. Mattice Asst. Dean, Institutional Development	
Organization/Address: College of the Canyons 26455 Rockwell Canyon Road Santa Clarita, CA 91355-1899	Telephone: (805)259-7800 x328	FAX: (805)259-8302
	E-Mail Address: mattice_n@canyon. coc.cc.ca.us	Date: 12/17/96



### III. DOCUMENT AVAILABILITY INFORMATION (FROM NON-ERIC SOURCE):

If permission to reproduce is not granted to ERIC, or, if you wish ERIC to cite the availability of the document from another source, please provide the following information regarding the availability of the document. (ERIC will not announce a document unless it is publicly available, and a dependable source can be specified. Contributors should also be aware that ERIC selection criteria are significantly more stringent for documents that cannot be made available through EDRS.)

Publisher/Distributor:
Address:
Price:

### IV. REFERRAL OF ERIC TO COPYRIGHT/REPRODUCTION RIGHTS HOLDER:

If the right to grant reproduction release is held by someone other than the addressee, please provide the appropriate name and address:

Name:
Address:

### V. WHERE TO SEND THIS FORM:

Send this form to the following ERIC Clearinghouse:	Rika Nakazawa, Acquisitions Coordinator ERIC Clearinghouse for Community Colleges 3051 Moore Hall Box 951521 Los Angeles, CA 90095-1521
---	---

However, if solicited by the ERIC Facility, or if making an unsolicited contribution to ERIC, return this form (and the document being contributed) to: